

# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY



### ADMINISTRATOR OF EMPLOYEE RELATIONS AND DEVELOPMENT

**SALARY RANGE:** \$77,514.66 - \$110,786.85 (V32)

**WORKWEEK:** NL (35 hour workweek)

**POSTING PERIOD FROM:** June 1, 2016

**TO:** June 15, 2016

**OPEN TO:** ☐ Unit Scope: ☐ Division Wide  
☐ Department Wide (open to Treasury employees)  
☒ State Wide (all Departments/State employees)

**DIVISION/LOCATION:**  
Division of Administration  
Office of Human Resources  
50 West State Street, 2<sup>nd</sup> Floor  
Trenton, New Jersey 08625

**JOB DESCRIPTION:**

Reporting to the Human Resources Officer, manages the labor relations function and staff (4 employees) as well as the performance management and training functions and staff (1 employee) for the Department of the Treasury and its in-but-not-of (IBNO) agencies (a total of approximately 4000 employees). Provides technical labor-management assistance to Treasurer's Office senior staff, Division managers in the Department and the IBNO agencies, and to the labor relations staff. Maintains a close working relationship with staff of the Governor's Office of Employee Relations (GOER) and assists in representing the State in contract negotiations, if requested by GOER. Frequently interacts with attorneys from the Attorney General's Office to discuss outstanding cases against the Department. Confers with the Department's Hearing Officer to discuss departmental-level hearings and decisions. Develops labor relations policies and procedures and works closely with other units within Human Resources to ensure all decisions are well-reasoned, in compliance with current rules, regulations and laws and assists in the provision of a comprehensive offering of human resources' services to clients. Oversees the Department's ePAR program and works to enhance the program by adding additional evaluation models, developing better management reports and advocating for a change in the current culture regarding its acceptance within the Department. Oversees the Department's training program and works with the e-development team to build a more vital online training program that addresses mandatory training offerings as well as those sought by specific agencies; does other related duties as required.

**REQUIREMENTS:** Open to full-time STATE employees who have permanent status in a competitive title and who meet the following:

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Experience:** Six (6) years of labor relations experience in a large public or private agency with emphasis on grievance handling, contract administration, and the administration and processing of employee disciplinary actions and appeals, three (3) years of which shall have been in an administrative or supervisory capacity.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**NOTE:** A Master's degree in Labor Relations, Public Policy, or Business Administration may be substituted for one (1) year of the non-administrative, non-supervisory experience.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(subject line: ADMINISTRATOR - HR )

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT.** Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**JOB POSTING AUTHORIZED BY:**

  
Douglas J. Ianni, Human Resources Officer

*The State of New Jersey is an Equal Opportunity Employer*